



Transition REMINDERS!



NEW PLATFORM TRAINING NOW AVAILABLE FOR REQUISITIONERS

Do you create requisitions, place orders, receive and/or approve orders? Training on how to create requisitions in the new platform is NOW AVAILABLE!

How do I access training? [Accessing eVA Training in the LMS Guide](#)

Have a training question? Read over the [FAQ sheet](#).

We've also made improvements to the [eVA Transition Training Website](#), so check it out!

Thanks to our Train the Trainers for helping us identify how to make the training materials even better! Check here for [anticipated changes for each asset](#).

It's December 1st! Remember to...

Start using Sourcing & Contracting for any of your upcoming solicitations! The ability to post new solicitations and amend posted solicitations in VBO Buyer is discontinued beginning December 1. Please work with your account executive if you need assistance.

Please submit to finalize all contract records. Contract records (MAs) not finalized will not be converted to the new platform.

All updates for User/Data Management should be completed.

Please evaluate and award all Quick Quotes by December 15th.

Check out the [Important Dates](#) reference guide for full details.



**For Sourcing & Contracting solicitations, Suppliers can submit
electronic responses until December 15**

Complete before Cutover (targeted to begin noon December 30)

Requisitions in 'composing' and 'submitted' statuses will not be converted, so get those requisitions approved!

NOTE: Requisitions not fully approved before cutover will be reset to 'composing' status.

All solicitation responses should be opened and solicitations evaluated and awarded. If evaluation and award is not complete, download and save responses for entry and upload them into the new platform after we go live

January 3. (see **Helpful Tips** below for more info)

Contracts that have ended will not be converted. Renew contracts to current term.

Suppliers pending approval will not be converted. Suppliers should complete the registration process.



Must read resources posted to the [Transition Newsroom!](#)

[That's a Wrap! Close Open Orders Before Cutover!](#)

[Know Before You Post - Transition Impacts to Solicitations!](#)

[Conversion Roadmap](#)

Contact your DPS Account Executive if you have questions or need assistance or eVA Customer Care (866-289-7367).

Visit the [eVA Transition Newsroom](#) for the latest on eVA's move to a NEW platform



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